



DEPARTMENT OF THE ARMY
STAFF JUDGE ADVOCATE
GARRISON NAME
GARRISON LOCATION XXXXX-1000

DAJA-LA

XX January 2015

MEMORANDUM FOR Program Manager, Special Victim Counsel (SVC) Program

SUBJECT: Request to Appoint **RANK NAME** as SVC in Support of **LOCATION**

1. I hereby nominate **RANK NAME** to serve as SVC under **NAME OF LAO CHIEF**, Chief of Legal Assistance at **LOCATION**. I have determined that **RANK NAME** possesses the requisite skills to serve as an SVC.
2. **(If Applicable)** **RANK NAME** has **XX** months of military justice experience having served as an Army trial counsel/defense counsel. In addition, **RANK NAME** has performed other roles as a Judge Advocate (JA) that makes him/her uniquely qualified to serve on the SVC Program.
2. **(If Applicable)** Although **RANK NAME** does not have previous military justice experience, she/he has served as a prosecutor/defender prior to his/her US Army JAGC service. In addition, **RANK NAME** has performed other roles as a Judge Advocate (JA) prior to his/her JAGC service that makes him/her uniquely qualified to serve on the SVC Program.
2. **(If Applicable)** Although **RANK NAME** does not have previous military justice experience, she/he has performed other roles as a Judge Advocate (JA) or prior to his/her JAGC service that makes him/her uniquely qualified to serve on the SVC Program.
3. In addition to the stated experience, I have determined that **RANK NAME** will be an excellent SVC because **BRIEF OVERVIEW OF SPECIFIC REASONS FOR SELECTION...**
4. **RANK NAME** possesses the maturity, judgment and intellect to be a highly successful SVC.
5. **RANK NAME** will attend the next SVC Certification Course from **DATES** and complete all other administrative requirements to be certified as an SVC.

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6. POC for this request is the undersigned at snuffy.smith.mil@mail.mil.

SNUFFY SMITH
COL, JA
STAFF JUDGE ADVOCATE